



THE TELECOMMUNICATIONS REGULATORY COMMISSION OF THE VIRGIN ISLANDS

REQUEST FOR PROPOSALS

Issued on 21 June 2021

Contact Person

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Confidentiality statement

All information in this document is provided in confidence for the sole purpose of enabling your firm to provide a proposal to the Telecommunications Regulatory Commission of the Virgin Islands (**Commission**) in relation to the work outlined in this Request for Proposal (**RFP**) and shall not be used for any other purpose. This information shall not be published or disclosed wholly or in part to any other party (including sub-contractors) without the Commission's prior written permission and shall be held in safe custody.

These obligations shall not apply to information which is published or becomes publicly known and available.

1. Introduction

The Telecommunications Regulatory Commission is seeking the services of a consultant company to develop an Equipment Type Approval Regulative Framework for the Virgin Islands (VI). Accordingly, the Commission is now accepting submissions in response to this Request for Proposal.

Background

The Commission is a statutory body with responsibility for the development and regulation of the telecommunications services industry. As part of this mandate and specifically as it relates to Equipment Type Approval and other telecommunications equipment, the Commission is obliged to ensure terminal equipment that are otherwise sold in the VI are safe for users and comply with regulatory and adopted technical standards in accordance with section 42 of the Telecommunications Act, 2006 (**Act**¹). It is therefore necessary for equipment that are destined for the VI to support the wider Commission objectives in the enhancement of telecommunications services.

Based on the above, it is the Commission's aim to have a developed framework that will be in the form of a Telecommunications Code to govern the Equipment Type Approval regime in the Virgin Islands.

Scope of Services

The scope of work for this project includes the following:

- Assessment of the VI specific circumstances along with regional and international technical standards and best practices that inform the Equipment Type Approval process.
- Consideration of the importation of telecommunications equipment into the VI and how this equipment is regulated to ensure public safety, authorise sales, compatibility and interoperability between public networks, health and safety, and compliance with the national spectrum plan.
- Development of a draft Code to govern the Equipment Type Approval regime, which satisfies the requirements of section 42 of the Act and takes into account the inputs from the above determinations.
- Assessment and determination of the appropriate Type Approval Fees to apply to recoup cost associated with the approval process.

Deliverables

- A proposal outlining the work to be carried out on the Equipment Type Approval project. This is to be reviewed by and agreed with the Commission before the commencement of work.
- A consultation document to solicit stakeholder views on the objectives that the Commission hopes to achieve with the Equipment Type Approval Code.
- A consultation document to invite comments on the draft Code, which would have been informed by stakeholder feedback received from the abovementioned consultation, where applicable.
- Two consultation reports, in the form of Final Statements by the Commission, summarising responses received for the consultations referred to above and the Commission's position in relation to those responses.
- Finalised draft Equipment Type Approval Code.

The consultant will be required to submit, for approval, the schedule for completion of the deliverables indicated above and a corresponding payment schedule, as may be applicable.

Consultancy Bid

¹ The Act can be found on the Commission's website and address [Telecommunications Act - TRC](#)

Consultants submitting proposals to undertake this project are expected to demonstrate general and specific competency in the execution of projects of a similar nature. Additionally, consultants shall submit CVs indicating relevant experiences and qualifications.

The Consultant, in his/her offer, shall provide a description of the methodologies and resources that will be drawn on to conduct the exercise including man days, timeframes and travel details to meet intended consultancy objectives.

RFP Submission Guidelines & Requirements

The following submission guidelines and requirements apply to this RFP:

- All consultants must comply with these RFP Submission Guidelines & Requirements when submitting a response. Failure to comply with these guidelines & requirements may result in disqualification.
- Only qualified consultants with prior experience on projects such as this should submit proposals.
- Proposals must be signed by a representative that is authorised to commit the consultant company.
- If the consultant has a standard set of terms and conditions, it must be submitted with the proposal. All terms and conditions will be subject to negotiation.
- Proposals must be received by the deadline specified below to be considered.
- The Commission may ask the consultant, at the consultant's expense, to answer queries, make presentations or attend formal meetings in relation to the proposal.
- The Commission is not responsible for any costs or expenses the consultant may incur in the preparation of the consultant's response or in anticipation of a formal written contract.
- The Commission may not award a contract to the consultant for the whole or any part of its requirement.
- The Commission reserves the right to reject any response to the RFP which is not submitted in accordance with the instructions set out in the RFP or delivered after the return date.

RFP & Project Timelines

The following represents the projected schedule for the RFP. These dates are subject to change by the Commission at any time and companies will be notified as soon as is reasonably practicable if any such changes occur.

Activity	Due Date
Request for Proposal Issuance	21 June 2021
Deadline for Submission of Final Proposal to the Commission	05 July 2021
Contract Award/Notification to Unsuccessful Bidders	12 July 2021

The requisite date for completion of the project is to be agreed upon with the Commission. Nonetheless, we encourage consultants to include in their submissions the time within which they propose to complete this project, recognising that this is a priority item for the Commission.

Evaluation Criteria

The Commission will rate proposals in accordance with the following criteria:

- Responsiveness to the guidelines and requirements set out in this RFP;

- Relevant past performance/experience;
- Cost of the service;
- Time required to complete the scope of work;
- Proposed Contract Terms and Conditions; and
- Any additional information (requested as a part of this RFP).

Submission of Documents

Consultants are invited to submit their proposal by email to: Mr. Guy L. Malone, Chief Executive Officer, gmalone@trc.vg copied to Mr. George Lewis, Chief Operations Officer, gelewis@trc.vg. Additionally, all queries regarding this RFP must be made in writing to the Telecommunications Regulatory Commission, to: Mr. Gregory Nelson, gnelson@trc.vg. Answers to questions will be made available on a confidential basis to all other parties who may be responding to this RFP.